



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SHERIFF'S DETENTIONS LIEUTENANT

Class No. 005767

■ CLASSIFICATION PURPOSE

To supervise, direct, and participate in the activities of subordinate sworn and professional staff in the performance of their duties; to perform administrative level detentions work within the Detention Services Bureau; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

The Sheriff's Detentions Lieutenant is responsible for general supervision of a shift in a detention facility. Sheriff's Detentions Lieutenant has a wider scope of supervisory duties and administrative responsibility than Sergeant-Detentions. This class is distinguished from the higher class of Captain in that the latter is assigned overall responsibility for a detention facility.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Oversees the operation of a shift or section and ensures the effective and efficient handling of workloads.
2. Supervises, directs, and assigns the work of sergeants and deputies performing various aspects of detention activities.
3. Develops and implements policies and procedures applicable to section/bureau duties and responsibilities.
4. Evaluates the performance of subordinates and completes evaluation reports, including determining and implementing appropriate disciplinary actions and counseling employees when necessary.
5. Identifies training needs and arranges necessary training; develops and conducts training that may include academy, in-service, or technical training.
6. Develops, implements, monitors, and evaluates goals and objectives for a detail or section.
7. Assists in the preparation of facility/division budget and monitors expenditures.
8. Compiles data, analyzes information, makes recommendations, and writes reports related to work load indicators.
9. Attends and conducts briefings.
10. Investigates and resolves grievances, complaints, and may participate in internal investigations.
11. Investigates use of force incidents and ensures complete documentation.
12. Inspects personnel, facilities, and equipment to ensure procedures are safe and hazards are reported, and to ensure compliance with department policy and State law.
13. Writes reports, memos, and other correspondence.
14. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- California Administrative Code Title 15 and 24.

- Supervisory and leadership theory and practices.
- Management theory and practices.
- Sheriff's Department's mission, vision, values, and goals.
- Sheriff's Department's organizational structure, policies, and procedures.
- Department Memoranda of Agreement.
- State and Federal laws, and City and County ordinances as they relate to law enforcement.
- Officer safety and liability concerns.
- Criminal and internal investigation principles, practices, and techniques.
- Current case law related to detentions.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

- Organize, prioritize, coordinate, schedule, and delegate work.
- Identify training needs and develop, present, and evaluate training.
- Read, understand, and interpret complex information.
- Work under emergencies.
- Give and follow written and oral instructions in normal and challenging situations.
- Observe, assimilate, and recall pertinent facts and details.
- Maintain confidentiality.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations that require a high degree of sensitivity, tact, and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Two (2) years of experience as a Corrections Sergeant or Sergeant-Detentions; OR,
2. Two (2) years as a Sheriff's Sergeant, with at least one year of detentions experience.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

- Continuous upward and downward flexion of the neck.
- Frequent: Repetitive use of hands to operate computers, printers and copiers.; Standing, walking, or sitting for long periods of time; bending and stooping, twisting of waist.
- Occasional: Reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.
- Vision: 20/100 uncorrected, correctable to at least 20/30.
- Fine finger dexterity to operate keyboards and writing materials.
- Continuous upward and downward flexion of neck; comprehending auditory inputs; identifying and distinguishing various visual and audio inputs.
- Accurately identifying and distinguishing colors.
- Accurately identifying and distinguishing the smell of different chemicals and materials.
- Giving verbal commands in a loud, clear, understandable voice.
- Lifting 100 pounds to waist-level and dragging 200 pounds 50 feet.
- Running fast for short distances.
- Exerting physical force for minutes at a time.
- Jumping across or over objects.
- Climbing various structures.
- Applying physical force against individuals.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Possession of a Standards and Training for Corrections (STC) certificate OR an Intermediate P.O.S.T. certificate.

Working Conditions

Office environment; exposure to computer screens. Individuals applying for this position must be willing to work any shift at any detention facility in the County of San Diego. May be required to subdue, restrain, or use physical force to maintain custody and/or control of inmates. Maintain weapons qualification.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation that may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

New: December 14, 2001
Reviewed: Spring 2004
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